

RESEARCHER POLICIES AND GUIDELINES

Seney National Wildlife Refuge

1674 Refuge Entrance Rd.

Seney, MI 49883

906.586.9851

SPECIAL USE PERMIT ADDENDUM

To facilitate a safe, efficient, and effective working atmosphere for Refuge operations, Seney NWR staff members need to know who is conducting research, inventory, or monitoring, when and where that work is being conducted (think invasive plant management or fire management), and the current status of these studies. Moreover, since researchers tend to have vehicular access that is not given to the majority of visitors, they are often working in more isolated parts of the Refuge compared to most other visitors and thus are more difficult to locate and communicate with. Consequently, the Refuge has the following additions to the typical Research and Monitoring Special Use Permit (SUP) provisions:

1. for work conducted specifically at Seney NWR, Permittees should coordinate their arrival with their Refuge Contact before arrival. This is especially true when a gate key is needed. Normal working hours are weekdays 0800 to 1600h;
2. for all Permittees, instead of any fee for the SUP, the Permittee will be required to furnish the Refuge a yearly report by **31 December** of each year; guidelines will be provided by the Refuge Contact beforehand;
3. all published material (e.g., theses, dissertations, papers, posters, etc.) must cite Seney NWR in the Acknowledgments and be provided in electronic format (.pdf) to the Refuge Contact who will forward to Dr. Corace;
4. access to any Refuge-managed lands and research sites may be denied without forewarning by Refuge Management (Refuge Management means any uniformed Refuge staff member). Reasons for denying access may include ongoing Refuge work (e.g., prescribed fire, road repair, etc.) or public safety issues (e.g., wildfire, trees down on road, wind storm, etc.);
5. for work conducted specifically at Seney NWR, check in and out each day using the form found in the large black mailbox attached to the north side of the small building ~30 m southeast of the Refuge Headquarters. Information required on this form may include time checked in/out, Special Use Permit number, Refuge Contact or other contact information for Principal Investigator(s) and research assistants; known medical conditions of Principal Investigator(s) and research assistants, vehicle description/license plate, etc.;
6. all Permittees and their assistants are required to have on their person a copy of their signed SUP. Also, a copy of the SUP must be placed either on the dash of the vehicle or taped to the inside of a window so that it is visible to a Refuge staff person looking into the vehicle;

7. new protocols have been developed for vehicle washdown for all gaining vehicular access behind locked gates (see Science website for this document or your Refuge Contact);
8. for work conducted specifically at Seney NWR, if any emergency arises (e.g., medical emergency, smoke or fire observed) call the Refuge Contact immediately. He/she will then make any required subsequent calls (i.e., call Refuge Law Enforcement, Fire Management, etc.);
9. if the Refuge Contact is not available and smoke or fire is observed, contact Gary Lindsay, Fire Management Officer, at 586.9851x19 (office); 586.3869 (home); (906) 235.2334 (cell);
10. if the Refuge Contact is not available and any other emergency occurs other than fire, contact Refuge staff in the following order (use office numbers-listed first for each person-during normal working hours):
 - Sara Siekierski (Refuge Manager) 586.9851x11 or 630-2015 (cell)
 - Greg McClellan (Assistant Refuge Manager) 586.9851x13 or 293.3887 (home)
 - Laurie Tansy (Administrative Technician) 586.9851x17
 - Jen McDonough or Sara Giles (Park Rangers) 586.9851x16 or x10.
11. if a medical situation occurs in the field, the injured person should be driven to a hospital. After medical care is initiated, Refuge staff should be contacted as shown above (starting with the Refuge Contact, until one staff member is contacted);
12. if a medical situation occurs in the field and the injured person can not be moved, call 911 then contact the Refuge staff as shown above (only one staff member need be contacted). Any ambulance or other vehicles would have to be met at a Refuge gate.